



MINUTES

SENIOR CITIZENS ADVISORY BOARD

Tuesday, May 19, 2015 • 9:00 a.m.
San Bruno Senior Center, 1555 Crystal Springs Road

WELCOME TO OUR ADVISORY BOARD MEETING: If you wish to speak on an item under discussion by the Board and appearing on the agenda, you may do so upon receiving recognition from the Board Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify us 48 hours prior to the meeting (616-7150).

1. **CALL TO ORDER:** Vice-Chair Flori Green called the meeting to order at 9:00am.
2. **ROLL CALL/ PLEDGE OF ALLEGIANCE:** Present: Vice-Chair Flori Green, Board Members Barbara Luzaich, Elisa Geraldi, Ellen Donnelly, and Ken Kreisel. Absent: Dorothy Carmichael, Karen Hornung, and Bill Goff. Staff: Director Kerry Burns, Superintendent Danielle Brewer, Supervisor Mary Tessier and Coordinator Leah Madonich.
3. **ANNOUNCEMENTS:** None
4. **PRESENTATIONS:** None
5. **REVIEW OF AGENDA:**
6. **APPROVAL OF MINUTES:** M/S Luzaich/Kreisel approved the minutes of the April 21, 2015 meeting. Passed unanimously.
7. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.
8. **CONDUCT OF BUSINESS:**
 - a. Monthly Information and Referral, Class Attendance and Nutrition Site Reports – Monthly Information & Referral Report and the Nutrition Site Report were distributed and all reports were reviewed.
 - b. Review Volunteer, Special Events and Program Committees Meeting Minutes – **Staff** reports that the Special Events Committee scheduled parties for the rest of the year. Volunteer participation has declined recently due to retirements.
 - c. Update on Trust Fund – **Superintendent Brewer** reported that the by-laws outlining the Trust Fund and how it may be spent. A fund up to \$5,000 is available for the Treasurer to control for parties and minor special event purchases. If the amount is above \$5,000, Council approval is required. In the future, Staff will approach the Advisory Board with purchases to be made using Trust Fund monies. For the upcoming fiscal year, money has been put into the budget for the kitchen gate and stage curtain. **Superintendent Brewer** consulted with **Facilities Staff** regarding the recommendations made by **Boardmember Kreisel** and they found the 14 gauge gate to be insufficient in terms of

sturdiness, also citing the gate will require an overhead track. **Director Burns** explains that **Staff** will approach the Board in March each year to hear budget recommendations.

- d. **Boardmember Kreisel** expresses that the interest in a Reader Board sign was to promote Senior Center activities as opposed to all City business. **Director Burns** explains that there are several better locations for the board. **Boardmember Kreisel** motions to not fund the reader board, and **Boardmember Luzaich** seconds the motion. All in favor.
- e. **Director Burns** explains that Jerry has been selected to replace Fred, who spends about 20 hours per week at the Senior Center. Pending budget approval, recruitment for a Facility Attendant will begin in July.

9. **CORRESPONDENCE:** None

10. **COMMENTS FROM BOARD MEMBERS:** **Boardmember Kreisel** inquires about the kitchen screen door, and **Superintendent Brewer** confirms that it is scheduled to be completed by June 30.

11. **AGENDA BUILDING:**

- Budget update
- Volunteer program
- Contract class update

12. **ADJOURNMENT:** **Boardmember Donnelly** makes a motion to adjourn and **Board member Luzaich** seconds the motion at 9:50am.

**** POSTED PURSUANT TO LAW ****